

Completed Pollution Prevention Project Case Study

United States Department of Energy
Office of Environmental Management
Fact Sheet

Record Management Improvement by ESH Division Los Alamos National Laboratory

Original Problem

The main LANL record center is nearly out of storage space, and the ESH record center was becoming full as well. The staff at the ESH record center reviewed and identified many boxes of records at their facility which contained duplicate records, reference material, and non-record items such as stationery.

The Project Solution

About four years ago ESH began a total quality management program within the Division, and improved records management was one of the areas of focus. The ESH records management team coordinated with all of the groups within ESH to develop a retention schedule that explained which group would be responsible for maintaining the only copies of particular documents. This action significantly reduced the number of boxes coming into the record center. About 5000 boxes worth of old records were reviewed at the ESH record center, and the duplicate copies and reference material were recycled, eliminating 2000 boxes of records.

Value of Improvement

The new record management system and the removal of unnecessary documents mean that the ESH record center will have sufficient space for years to come. Since fewer 1-2 year old records are now retained by each group on-site, these records can be stored safely indoors instead of in outdoor sheds, thereby reducing the risk of loss through fire, rodent infestation, or water damage.

Lifecycle Waste Reduction	
Lifecycle Waste Reduction	2000 cu. ft.
Commencement Date	2001
Project Useful Life (Years)	Indefinite



DOE Monetary Benefits

Total Project Cost	NA
Lifecycle Savings	Less shelving cost
Return on Investment	NA

Benefits At-A-Glance

- Increased space at the ESH record center reduces the demands placed on the main LANL record center and the need for new shelving or expansion of the ESH record center.
- Fewer records mean easier indexing and faster retrieval.
- The new records management system eliminates the duplicate storage at the generation source, so new boxes coming to the ESH record center will not need to be reviewed for duplicate records or reference material in the future.

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Summary Data	
Priority Area:	Waste Minimization Projects
Project Type:	Recycling / Process Improvements
Total Project Cost:	NA
Lifecycle Savings:	Reduced storage space requirements, shelving costs
Implementing Groups:	all groups in ESH Division
Benefiting Group:	all groups in ESH Division
Useful Life Years:	Indefinite
Return on Investment:	NA
Lifecycle Waste Reduction:	2000 cubic feet of paper was recycled in the review
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